



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: Public Service Administrator**  
**Division: Operations**  
**Department: State Accounting**  
**Section: Funds, Receipts & Collections**

**Full-Time: Monday - Friday**  
**Salary: \$55,000-\$91,000**  
**Union: Non-Bargaining/Merit**  
**Posting Number: 19-040**

**Description on Duties/Essential Functions:**

Under general direction of the Senior Public Service Administrator-Funds, Receipts and Collections Unit; assists with Pension Fund Debt claims process including reviewing vouchers, offsets and/or protests generated from these claims; plans, coordinates and supervises the daily operations of the unit; reviews and answers involuntary withholding inquiries from aggravated and disgruntled debtors and other state agencies; monitors and maintains maintenance/statistical records for the unit; assists state agencies with reconciliation of their accounts, funds, appropriation transfers and detail object reports; researches problems in SAMS and the IL Debt Recovery Offset Portal (IDROP) and provides input for corrective action; supervises and provides technical expertise to subordinate staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with course work in business administration, accounting, statistics, or computer science. Requires two years of professional experience in accounting, collections and fiscal operations in a public or business organization or any equivalent combination of the above training and experience may be acceptable. Requires the ability to evaluate and analyze accounting records/documents and prepare comprehensive reports. Possess knowledge of fiscal operations and the collections process. Requires the ability to train, assist and supervise staff; requires thorough knowledge of laws, administrative rules, regulations, procedures and policies governing the Office of the Comptroller and the interpretation, implementation and application of such laws.

**Work Location/Hours:**

Illinois Office of Comptroller  
325 West Adams Street  
Springfield, IL 62704

**How to Apply:**

Submit a completed State of Illinois Comptroller application to the address listed below by the posting closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of Comptroller, 325 West Adams, Springfield, IL 62704.

**No other applications, including the "CMS100" will be accepted.**

Complete applications (a detailed resume may also be attached) should be submitted to:

**Office of Human Resources**  
**IL Office of Comptroller**  
**325 West Adams,**  
**Springfield, IL 62704**

**Last date to apply: December 12, 2019**

**The Illinois Office of Comptroller is an Equal Opportunity Employer.**